

CLINICAL NEURCPHYSIOLOGY LABORATORY SUPERVISOR

This is supervisory and professional work in managing the clinical neurophysiology laboratory at the North Carolina Memorial Hospital. The laboratory performs electroencephalograms (EEG), electromyograms (EMG), nerve conduction velocities (NCV) and sensory evoked potentials which aid in the diagnoses and care of patients with illnesses involving the central or peripheral nervous system. These studies are done to diagnose neurological abnormalities, classify epilepsies, quantitate efficacy of treatment and localize areas of disease involvement. Work involves supervising and teaching technicians and clinicians in the performance of a wide variety of EEG-related tests such as evoked potentials, electrocerebral silence, neonatal EEG's, sleep apnea, and sleep deprived studies. Interpretation of these tests requires an in-depth understanding of the work field in the correlation of the behavioral symptoms with recorded waveforms. Employee is responsible for planning short and long term goals, personnel functions, machine/laboratory troubleshooting and maintenance, and administrative reports. Work may include other related duties required by management. Work is supervised by a medical director and Hospital Services Administrator.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee develops long and short-term goals and objectives after discussions with the laboratory service, and medical director. Work requires the employee to determine short-term priorities based upon organizational mission. Organizational changes, new work processes, and policies-- are discussed with the Medical Director and hospital administration.

Organizing and Directing - The employee is responsible for the daily work operations of the clinical neurophysiology laboratory. Employee establishes work schedules, work loads, and teaching assignments. The employee is kept aware of any program and service delivery problems and resolve any technical problems.

Budgeting - Employee prepares recommendations annually for space, personnel, and equipment based upon program needs and previous expenditures. Recommendations are submitted to the Hospital Services Administrator after the employee has established needed priorities.

Training - Employee assesses the training needs of the staff and recommends appropriate training. Employee either provides or arranges for on-the-job training for staff members, students, and clinicians.

Setting Work Standards - Employee participates with the Medical Director and Hospital Services Administrator in establishing laboratory-wide policies, procedures, and work standards.

Reviewing Work - Employee reviews the daily work operations and quality assurance on an occasional basis. Daily work problems are referred to this employee if subordinate staff are unable to provide the requested services. Administrative problems are also referred to this employee and may, on occasion, be discussed with Medical Director and Hospital Services Administrator.

Counseling and Disciplining - Employee discusses any problems with staff and management and initiates appropriate actions set forth by hospital policy. Employee may provide all levels of disciplinary warning with input from the Medical Directors and hospital administration.

Performing Other Personnel Functions - Employee recruits, interviews, and screens applicants for vacant positions and discusses final applicants with Medical Director. Employee performs in the performance evaluations, and recommends merits and promotions.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work responds to changes in the technology in the field of clinical neurophysiology. Methods and techniques respond infrequently to new changes whereas the interpretative nature of work may respond more often.

Nature of Work Supervised -Employee supervises subordinate staff involved in a variety of clinical neurophysiology testing. Although they consist of various laboratory procedures, their base level of understanding revolves around clinical neurophysiology.

Number of Employees Responsible For - Employee supervises approximately 8 employees.

III. EXTENT OF SUPERVISION RECEIVED: Employee functions independently in supervising the laboratory. All neurophysiology tests must be reviewed and signed by an Electroencephalographer; however, the employee has considerable opportunity to commit the agency while providing initial interpretation of neurophysiology test.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employee supervises a stable work force from 8:00 a.m. to 4:30 p.m., Monday through Friday and weekends.

V. JOB REQUIREMENTS:

Knowledge, Skills, and Abilities - Thorough knowledge of procedures, techniques, and equipment involved in recording neurophysiology tests; thorough knowledge of electroencephalography interpretation; considerable knowledge of the repair, maintenance, and operation of clinical neurophysiology equipment; considerable knowledge of neuroanatomy, neurophthalmology, physiology, and disease processes; skill in the operation of equipment; ability to record quality clinical neurophysiology tests, and to interpret and discuss interpretation with the participating physician; ability to supervise and train staff and to teach medical personnel; ability to gain the confidence and cooperation of patients.

Minimum Education and Experience - High school or General Educational Development diploma and completion of an AMA accredited program in electrophysiology and three years of clinical neurophysiology experience; or a combination of education and experience.